



# ANTIOCH COLLEGE

## Counseling Services

### Informed Consent Form

#### Welcome to Counseling Services at Antioch College

We are glad you are here! Counseling is a relationship between people that works in part because of clearly defined rights and responsibilities held by each person. As a client in counseling, you have certain rights and responsibilities that are important for you to understand. There are also legal limitations to those rights that you should be aware of. I, as your counselor, also have responsibilities to you. These rights and responsibilities are described in the following sections. Please read the form and then sign it to indicate your understanding and consent. If you have any questions, please feel free to ask your counselor.

#### Appointments

For each scheduled counseling session, I will set aside 50 minutes of my time for you. You can choose to use that full 50 minutes or not. Sessions may be up to once per week, depending on counselor availability, at a time we agree on, although sessions may also be less frequent as needed. If you need to cancel or reschedule a session, I ask that you provide me with 24 hours' notice. If it is possible, I will try to find another time to reschedule the appointment. In addition, you are responsible for coming to your session on time; if you are late, your appointment will still need to end on time.

#### Length of Treatment

There is no limit to the number of sessions that you can receive through the Counseling Services Department at Antioch College. However, you can only receive treatment while an active student of Antioch College. There may be instances where this department may not be the appropriate setting to provide care or a student may have mental health needs that are beyond the scope of treatment at Antioch College. In those situations, this counselor will assist the student with locating appropriate care to meet their needs. This counselor will also assist, if desired, with any student seeking continued mental health supports during college breaks when the student is not on campus or when a former student has graduated or is no longer actively enrolled.

#### Rights

You have the right to safe and respectful care, without discrimination as to race, ethnicity, color, gender, sexual orientation, age, religion, national origin, or beliefs. You have the right to ask questions about any aspect of therapy and about my specific training and experience. You have the right to expect that I will not have social or sexual relationships with clients or with former clients. As a client of this department, your attendance is always optional. If you are unhappy with what is happening in therapy, I hope you will talk with me so that I can respond to your concerns. Such comments will be taken seriously and handled with care and respect. You may also request that I refer you to another therapist and are free to end counseling at any time.

## Grievance Policy

If at any point you are dissatisfied with the quality of services that you are receiving from the Counseling Services department, hopefully you can first speak with your counselor to resolve any differences. If you still do not feel as though your issues are resolved, you may submit a written complaint to Dean of Students, Antioch College, One Morgan Place, Yellow Spring, Ohio 45387. You also have the right to submit a concern to the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board at 77 S High St 24th Floor, Room 2468, Columbus, OH 43215 or online through their portal: <https://cswmft.ohio.gov/wps/portal/gov/cswmft/for-the-public/file-a-complaint-eLicense-portal>. (If you are working with a clinician under a PA license, this website allow for complaint filing: <https://www.pals.pa.gov/#/ComplaintForm>).

## Risks and Benefits

Counseling has both benefits and risks. Risks may include experiencing uncomfortable feelings (such as sadness, guilt, anxiety, anger, frustration, loneliness and helplessness) because the process of counseling often requires discussing the unpleasant aspects of your life. However, counseling has been shown to have benefits for individuals who undertake it. Therapy often leads to a significant reduction in feelings of distress, increased satisfaction in interpersonal relationships, greater personal awareness and insight, increased skills for managing stress and resolutions to specific problems. But, there are no guarantees about what will happen. Counseling requires a very active effort on your part. In order to be most successful, you will have to work on things we discuss outside of sessions.

## Confidentiality

Counseling services staff adhere to the ethical and professional standards set forth by the American Counseling Association and/or the National Association for Social Workers. You can expect this department to hold any and all information about you strictly confidential. This means that no information learned about you during the course of mental health treatment will be released to any individual or agency, on or off campus, except for when a clinician is engaged in ongoing clinical supervision or to consult/collaborate with other Counseling Services Department staff in the best interest of the client.

There are a few exceptions to this rule concerning safety. If you disclose any current abuse or neglect of an identifiable child, I am required by law as a mandated reporter to break confidentiality and make a report to Children and Family Services to work towards keeping that child safe. If you disclose any intent to kill yourself or kill/seriously hurt another human being, I am required by law to break confidentiality to keep you and/or them safe. There may also be times when, as required by law and demonstrated through a legal subpoena, information is required to be shared. If there are times when you want me to break confidentiality to collaborate or share information with a third party, I can do so only with your written permission.

Antioch College is small school, and as such there may be times throughout the course of treatment together when I see you on campus or interact with you outside of our scheduled therapy sessions. In these interactions, I will engage with you no differently than I would any other students so as to not

unintentionally disclose to others that you are receiving counseling through this department. If someone were to ask me if you are receiving services through the counseling services department, I would respond that I cannot confirm or deny that you are a client of this department. You are not bound by this confidentiality, and are welcome to interact with me in public settings in whatever matter you feel safe and comfortable to do so. I will mirror you in those interactions.

## **Conflict of Interest**

There may be times during a client's educational career at Antioch College when there will be a professional, academic, or community based reason for interaction with this clinician in addition to a therapeutic relationship. In those situations, this clinician will work to the best of her ability to separate the clinical work from these other interactions. When possible and appropriate, these interactions will be discussed prior to them happening and processed at the next scheduled session. If a client becomes employed within the Counseling Services Department or the core Student Affairs staff, that will lead to immediate termination from clinical services to avoid dual roles.

## **Title IX/Cleary Report**

Pennell House staff are the only staff on campus who are not required Title IX mandated reporters. As part of best practice for Cleary Reports, Counseling Services staff do report to Public Safety the number of clients in each quarter who report eligible crimes. No identifying information is shared in order to remain in accordance with confidentiality practices.

## **Records**

Your clinician(s) are required to keep appropriate records of the services provided, which may include signed documents, copies of records received from or sent to others, and notes from sessions. Except in unusual circumstances that involve danger to yourself, you have the right to a copy of your file. You also have the right to request that a copy of your file be made available to any other health care provider at your written request. In addition to hard copy files, this clinician also utilizes online features including TherapyNotes and Google systems. Both have HIPPA-compliant security features to keep your information confidential and safe.

## **Professional Fees**

All services provided by the counseling services department at Antioch College are free of charge. If you are in need of mental health evaluations outside of the scope of this department, this counselor will help assist you with finding an appropriate clinician but you are fully responsible for any related costs or fees that your insurance does not cover.

## **Minors**

In the State of Ohio, the age of consent for mental health treatment is 14 year of age. That means that individual ages 14-17 can receive mental health treatment without the notification or consent of a parent. However, these services are limited to no more than six sessions or thirty days, whichever

occurs soonest. After that time services may continue but must include consent from a parent or guardian of the minor. All individuals over the age of 18 may consent to their own treatment.

## Covid Policies

The counseling services department at Antioch college maintains that physical and mental health are linked. As such, we find that advocating for physical health needs very much aligns with our value of improving mental health. We seek to follow Covid-19 policies set in place by the College, while also acknowledging that in extreme situations these policies may be superseded by other health needs.

By signing this form, you also agree that if you have any current Covid symptoms or have been in contact with someone who tested positive for Covid that you will inform your counselor via email or phone prior to session so that session can be rescheduled or held virtually. Anyone with Covid symptoms/in contact with someone who tested positive for Covid should also seek Covid testing through the campus nurse or elsewhere. As the nature of the current pandemic is in flux, these policies may change quickly. You will be informed of any impactful changes.

## Qualifications

Kelsey Hofer, she/her, has obtained a Bachelor of Arts in psychology from Templeton Honors College at Eastern University and a Master of Science in Clinical and Counseling Psychology from Chestnut Hill College. She also currently holds active licenses as a Licensed Professional Counselors in Pennsylvania (#PC011607) and Licensed Professional Clinical Counselor in Ohio (#E.2102584). Proof of licensure can be found <https://www.pals.pa.gov/#/page/logsinstructions> or [https://elicense.ohio.gov/oh\\_verifylicense](https://elicense.ohio.gov/oh_verifylicense).

## Unexpected Leave

In the case of this clinician unexpectedly leaving the college without being in communication with her supervisor, such as due to death or illness impacting cognitive functioning, all files and data may be accessed by the Vice President of Student Affairs/Dean of Students so that clients can be informed and receive related grief support.

## FERPA

FERPA is a federal law that protects the privacy interests of students in a student's education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Secretary of Education. Under FERPA, a student generally must provide a signed and dated written consent before the agency or institution discloses personally identifiable information from the student's education records. FERPA covers both "education records" (those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution) and "treatment records" (those records that are made by a professional and used ONLY in connection with treatment; not shared, or shared only with other treatment providers). A student has a right to review their *education* record, and they can be disclosed without consent to parents who claim the student as a dependent on taxes. Students do not have a

right to review *treatment* records, and they cannot be disclosed to parents who claim students on their taxes. Under FERPA, *treatment* records are not available to anyone other than professionals providing treatment to the student, or to physicians, counselors or other appropriate professionals of the student's choice.

## Virtual Sessions

There may be situations in which counseling services can best be completed in a virtual format through the Google Meet platform. Please note that there may be additional risks and benefits that differ from in-person sessions. We highly recommend you completing the session in a quiet, private place and accessing services through a secure internet connection rather than public Wi-Fi. By utilizing online services, you acknowledge that, though confidentiality is always sought, complete session security cannot be guaranteed due to the nature of online communication. Telehealth services may not be recorded. If a client is more than 10 minutes late to a telehealth appointment they forfeit the time slot and must reschedule services. If it is determined that telehealth services are not appropriate for your needs, you will be referred to alternative services that are a better fit in order to provide optimal care. If you will be accessing telehealth services from outside of Antioch's campus, a safety plan including emergency contact and local crisis ER services should be reviewed prior to beginning the session.

## Contact

You are welcome to reach out via email at [khofer@antiochcollege.edu](mailto:khofer@antiochcollege.edu) or [counselingservices@antiochcollege.edu](mailto:counselingservices@antiochcollege.edu). Please keep in mind that communications over the internet are not secure. Although it is unlikely, there is a possibility that information you include in an email can be intercepted and read by other parties besides the person to whom it is addressed. Therefore, please do not include confidential information in your emails to me. I can also be reached more securely via phone at (937) 319-0070. Please note that I am often not immediately available by telephone. I do not answer my phone when I am with clients or otherwise unavailable. At these times, you may leave a message and your call will be returned as soon as I am able. If you are unable to reach me and you have concerns about your safety, please contact Antioch Public Safety at (937) 776-0660, call the local mental health hotline at TCN Behavioral Services at (937) 376-8701, call 911, or go to the crisis center at Miami Valley Hospital, 1 Wyoming Street, Dayton Ohio 45409. I will make every attempt to inform you in advance of planned absences.

*By signing this document, I acknowledge that I have been informed of the policies of the Antioch College Counseling Services Department including information regarding appointments, length of treatment, rights, grievance policy, risks and benefits, confidentiality, records, professional fees, treatment of minors, Covid safety, conflicts of interest, Title IX/Cleary reports, FERPA, unexpected leave, and virtual sessions. I agree to abide by these policies and agree to receive treatment from the Counseling Services Department at Antioch College knowing the information contained herein.*

Client Signature: \_\_\_\_\_ Client Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Clinician Signature: \_\_\_\_\_ Date: \_\_\_\_\_